

February 8, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**LOS ANGELES COUNTY CHILD ABUSE AND NEGLECT  
PROTOCOL  
REQUEST FOR SUPPORT FOR TRAINING, IMPLEMENTATION  
AND DISTRIBUTION**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Receive the enclosed Child Abuse and Neglect Protocol.
2. Request that the District Attorney, Sheriff, City Attorney, Department of Children and Family Services, Los Angeles Police Department, County Counsel, Los Angeles County Office of Education, Department of Health Services and Department of Mental Health report back to ICAN by the April 2005 ICAN Policy Committee Meeting on:
  - a) distribution plans for the Protocol, including format, and
  - b) plan for training and implementation of the Protocol for line and middle management staff
3. Request ICAN report back to the Board by May 2005 on the distribution and implementation of this Protocol.

## JUSTIFICATION OF RECOMMENDED ACTIONS

In 1998, as a condition of eligibility for federal Children's Justice Act grant funds, the California Children's Justice Act Task Force directed each county throughout the State of California to develop an interagency protocol for the investigation of child abuse and neglect. In response, the Los Angeles County Board of Supervisors authorized the formation of the Los Angeles County Child Abuse and Neglect Protocol Task Force. The Protocol Task Force was implemented by the Inter-Agency Council on Child Abuse and Neglect (ICAN) with leadership provided by the Office of the District Attorney.

The task of creating a practical and meaningful protocol for all affected parties across Los Angeles County has been monumental. Moreover, there is consensus that this work product should be a living, breathing document; that is, one subject to periodic review and revision so it continually reflects the changing realities of the various agencies and professions involved as well as changes in law and regulation. The Protocol will also require continuing education and training of those on the front lines to assure comprehensive understanding and appropriate use of the document.

The Protocol is now ready for implementation throughout the County of Los Angeles. But the task of helping vulnerable children does not end with the promulgation of this Protocol. It is important to assure the broadest possible distribution and utilization of this Protocol to promote the most effective system-wide response to children who are victims of child abuse and neglect.

On November 22, 2004, the completed Protocol was released to the ICAN Policy Committee and to the public, resulting in widespread interest from throughout the county and state. The ICAN Policy Committee approved the following recommendation:

*ICAN, in conjunction with the District Attorney's (DA) Office, should develop a plan for distribution and training of the Countywide Child Abuse and Neglect Protocol. The training plan should include particulars on curricula development and a timeline for training. Training should include "train the trainers" sessions so that each agency may provide this training to its own staff. A working committee comprised of representatives from ICAN, District Attorney (DA), City Attorney, Department of Children and Family Services (DCFS), Los Angeles Police Department (LAPD), Los Angeles Sheriff's Department (LASD), and County Counsel should be convened to oversee the process. The working group will also oversee a process for ongoing amendments to this Protocol. Progress on these efforts should be reported back to the ICAN Policy Committee at its April 2005 meeting.*

A working group of representatives from the included agencies met on December 16, 2004 and made the following plan for distribution and training:

- Each agency will be responsible for requesting the number of hard copies (binders) of the Protocol that they will need. ICAN will number and distribute the original 500 copies of the Protocol. Each agency will receive a proportionate number of Protocols

based on agency size and need for distribution. Each agency will subsequently be responsible for further duplication of the Protocol to ensure full distribution to agency staff.

- Each agency will be responsible for developing and implementing a training plan for the Protocol and will report back to ICAN on this training plan by April 2005. Based on these reports, ICAN will provide an update to the Board of Supervisors on progress made by May 2005.
- The Protocol working group will meet yearly in the month of October to discuss revisions and changes to ensure that the Protocol remains current. ICAN will be responsible for sending any revisions to each agency but only for the original 500 copies of the Protocol initially distributed. Each agency will be responsible for ensuring that these revisions are distributed and input into any other Protocol copies that they provided to staff.
- The Protocol will be accessible on ICAN Websites at ***ican.co.la.ca.us*** and ***ican-ncfr.org***.

It is important that all affected County agencies adhere to the above plan for distribution and training to ensure that agencies are engaging in best practice as outlined in the Protocol. This Protocol carries with it the hope and expectation that it will make the child protection system better for children who are victims of child abuse and neglect. Board support is needed to help realize this goal through countywide distribution, training and implementation.

Respectfully submitted,

Deanne Tilton Durfee, Executive Director  
Inter-Agency Council on Child Abuse and Neglect (ICAN)

c: Sheriff Leroy D. Baca, ICAN Chairperson  
District Attorney  
CAO  
Executive Officer  
County Counsel  
Department of Children and Family Services  
Department of Health Services  
Department of Mental Health  
Los Angeles County Office of Education  
Los Angeles City Attorney's Office  
Los Angeles Police Department  
ICAN Policy Committee